



## **POSTGRADUATE RESEARCH SUB-COMMITTEE (PRSC)**

### **TERMS OF REFERENCE**

**Approved at An Bord Acadúil 09.03.2016**

#### **Context and Purpose**

Through its oversight, the PRSC ensures that the best possible academic and administration arrangements are put in place to support each individual postgraduate research student from the beginning through to the completion of their studies at MIC.

The PRSC is the forum where the Research & Graduate School and the Deans of Faculties meet to oversee all aspects of postgraduate academic planning and management College-wide.

The PRSC is consistent with the goals and targets of the MIC Strategic Plan 2012-2016, specifically Goal 2 Target 4 “Evidence of greater integration of postgraduate studies administration and support structures within MIC management frameworks, and increased efficiency and effectiveness of information flows”; and with the MIC-HEA Compact Section 5.4.3 “To review and significantly enhance our postgraduate management framework and support structures”.

#### **Establishment, Reporting and Membership**

The PRSC was established by *An Bord Acadúil* at its meeting of September 2013 (Meeting #6), as a subcommittee of the MIC Research Committee. The PRSC reports in writing and verbally to the Mary Immaculate College Research Committee at its scheduled meetings through the Head of Graduate School.

The PRSC liaises with the Vice-President Academic Affairs on an ongoing basis in relation to UL/MIC postgraduate regulations, postgraduate administration and operational matters. The PRSC reports to *An Bord Acadúil* through the Vice-President Academic Affairs.

Meetings of the PRSC take place not less than four times annually, and otherwise as often as required, to ensure efficient and timely processing of postgraduate matters.

#### **Membership**

The membership of the PRSC consists of the Head of Graduate School (Chair); the Associate VP for Research; the Dean of Arts; and the Dean of Education. Meetings are attended by the HEO of the RGSO.

## Terms of Reference

1. To review and oversee all PGR Forms, including postgraduate application forms, that are required under UL/MIC regulations in the context of the University of Limerick Handbook of Academic Rules and Regulations
2. To liaise with Heads of Departments and academic staff through the Deans of Faculties and the Head of Graduate School with regard to processing of PGR administration, associated forms and other documentation / records
3. To consider for approval nominations for membership of Examination Panels as provided for in the *Research Postgraduate Academic Regulations*, and to maintain a register of panel chairs, internal examiners and external examiners.
4. To oversee quality reviews of postgraduate academic standards and take responsibility for quality assurance measures including postgraduate progression processes in the context of Quality Qualifications Ireland (2014)
5. To monitor, record and implement changes to postgraduate academic regulations in association with the VPAA on an ongoing basis
6. To ensure and monitor good practice for thesis submission and examination support structures for postgraduate students
7. To adjudicate requests for PGR leave of absence / return from leave of absence in consultation with Heads of Departments, research supervisors and the Student Status Committee.
8. To oversee the full scope and sequence of all postgraduate research matters in the College, including postgraduate progression, alteration to research degree supervisors, extension to the duration of masters or doctoral degrees, exiting from postgraduate research programmes and maintenance of postgraduate researcher profile data.